



## **AIRPORT COMMISSION MEETING MINUTES**

### **April 26, 2013**

Meeting of the: **AIRPORT COMMISSION OF THE CITY OF NEW HOLSTEIN**  
Date/Time: **Friday, April 26, 2013 at 9:00 a.m.**  
Location: **New Holstein Airport Terminal, 3015 Wisconsin Ave., New Holstein WI 53061**  
Members Present: **Ron Karrels, Tom Konopka, Dave Miller, and Bob Bosma**  
Others Present: **Dianne Reese**

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The meeting was called to order by commission member Bosma.

It was duly noted that the meeting was properly announced.

Roll call was taken by City Clerk Langenfeld.

A motion was made by Bosma, seconded by Konopka, and carried to approve the agenda.

A motion was made by Konopka, seconded by Bosma, and carried to approve the minutes from the previous meeting.

City Clerk Langenfeld addressed the Commission to express her concerns regarding selling alcohol at Airport Day.

Karrels expressed his gratitude to Bob Bosma for filling in as Chairperson in his absence. Karrels also thanked Bosma for overseeing the Airport Terminal project.

The Commission discussed the terminal construction project. Bosma updated the Commission that the project continues to move forward; the well and septic installation have been approved by the state and will begin next week; Amplitel Technologies have installed the wiring for the electronic doors and would like to run our other data lines in the two offices and community room; Final Punch list has been created and will be completed two weeks before the building is released; the proposed shower stalls will not fit through the main entrance doors, so a different style will need to be considered; discussion with multiple vendors for the shower project are still ongoing. The Commission discussed the type of vent that should be installed in the shower rooms, and there was agreement that a main ventilation system would control the exhaust from all rooms, therefore when one switch is turned on the system would turn on for all rooms.

City Clerk Langenfeld presented the attached diagram and reminded the Commission that individual contractors must be licensed by the State of Wisconsin to perform general contractor projects in municipal buildings.

Bosma informed the Commission that the Civil Air Patrol would like to host a training weekend at the airport in 2013.

Airport Day promotions and events were reviewed.

The next meeting has been scheduled for May 10, 2013 at 9:00 AM.

A request was made to have the following items added to the next agenda: Runway Project and Repair, LP Tank Placement, Airport Financials.

Being no further business the meeting adjourned.

Cassandra Langenfeld  
City Clerk